

T-14
BCH
4



UNITED STATES AIR FORCE
WASHINGTON, D C 20330

T-11
13

28 MAR 1988

REPLY TO
ATTN OF: CV

SUBJECT Civilian Performance Management and Recognition System (PMRS)

TO ALMAJCOM-SOA/CC

HQ USAF DISTRIBUTION C

1. The recent underfunding situation we are experiencing in civilian pay is having a severe impact on many activities. Many organizations have imposed hiring freezes, requested permission to allow early retirements and to furlough civilian employees, and are considering eliminating performance cash awards for FY 88. Similar funding levels are expected to continue for the foreseeable future.
2. As a result of the funding situation, and since FY 89 is the last year under PMRS, we are taking the action requested by several of our commanders and reducing the amount of mandatory funding for PMRS awards to the legal minimum of 1.15% of aggregate PMRS salaries, rather than the current 1.45%. As some commanders must consider severe limitations on funding of awards for the general schedule (GS) and wage system (WG) employees, the funding of PMRS awards at the lowest legal limit will be a step toward equal treatment of all employees. Because of the reduced dollars available for awards, it is appropriate that we grant a measure of increased flexibility in the mandatory percentages required to be paid at each rating level. Accordingly, the present mandatory PMRS cash awards are reduced to a minimum of 3% for "superior" ratings, 1% for "excellent" ratings and an optional amount of less than 1% for "fully successful" ratings.
3. The increased flexibility provided by the reduction of minimum awards must be accompanied by prudent management. Commanders and supervisors must prevent unnecessary inflation of performance ratings which results in the escalation of basic salaries. We are experiencing difficult times and all of us would prefer to recognize as many of our best employees as possible. However, we must find ways to do so within the constraints of existing civilian payroll budgets.

Monroe W. Hatch, Jr.
MONROE W. HATCH, JR., General, USAF
Vice Chief of Staff

1988 MERIT INCREASE TABLE

Declassified and Approved For Release 2012/10/18 : CIA-RDP90-00530R000300400013-6

IF GRADE IS	AND SALARY IS	AND PERFORMANCE RATING IS	THEN MERIT INCREASE IS	MAXIMUM SALARY IS
GM-13	LESS THAN \$43,452 (NOTE 1)	A, D, G, X K, N	\$1,317 0	\$51,354 (NOTE 2)
	GREATER THAN \$43,451 BUT LESS THAN THE MAXIMUM FOR THIS GRADE	A D G, X K, N	\$1,317 659 439 0	
	GREATER THAN \$51,353	A, D, G, X K, N	0	
GM-14	LESS THAN \$51,347 (NOTE 1)	A, D, G, X K, N	\$1,556 0	\$60,683 (NOTE 2)
	GREATER THAN \$51,346 BUT LESS THAN THE MAXIMUM FOR THIS GRADE	A D G, X K, N	\$1,556 778 519 0	
	GREATER THAN \$60,682	A, D, G, X K, N	0	
GM-15	LESS THAN \$60,397 (NOTE 1)	A, D, G, X K, N	\$1,830 0	\$71,377 (NOTE 2)
	GREATER THAN \$60,396 BUT LESS THAN THE MAXIMUM FOR THIS GRADE	A D G, X K, N	\$1,830 915 610 0	
	GREATER THAN \$71,376	A, D, G, X K, N	0	

NOTES:

1. Represents Step 4 of the General Schedule Salary Table.
2. Represents Step 10 of the General Schedule Salary Table.

PMRS SPECIAL CATEGORIES - 1987 PAYOUT

IF ON 30 JUNE	AND	THEN MERIT INCREASE	AND ALSO
EMPLOYEE IS		IS BASED ON	
ON EXTENDED SICK LEAVE	HAS 90 DAYS OF SUPERVISION DURING RATING CYCLE	ASSIGNED RATING AS OF 30 JUNE BASED ON PERIOD OF ACTUAL WORK	ANNOTATE APPRAISAL FORM TO SHOW THE STATUS OF THE EMPLOYEE FOR PERIOD NOT COVERED BY THE RATING I.E., EXTENDED SICK LEAVE OR WORKER'S COMPENSATION
	HAS NOT HAD 90 DAYS OF SUPERVISION DURING THE RATING CYCLE	RATING PERIOD EXTENDED TO 31 JULY IF POSSIBLE; IF NOT 1986 EARNED RATING EXTENDED IF POSSIBLE (SEE NOTE 1); IF NOT FULLY SUCCESSFUL (SEE NOTE 2)	
ON WORKER'S COMPENSATION (SEE NOTE 3)	HAS HAD 90 DAYS OF SUPERVISION DURING THE RATING CYCLE	ASSIGNED RATING AS OF 30 JUNE BASED ON PERIOD OF ACTUAL WORK	
	HAS NOT HAD 90 DAYS OF SUPERVISION	FULLY SUCCESSFUL (SEE NOTE 2)	
ON LTFT	THIS IS THE 1ST RATING CYCLE WHILE ON LTFT	EXTENDED 1986 RATING OF RECORD (IF NOT EXTENDED PREVIOUSLY (SEE NOTE 1)	
	THIS IS THE 2ND OR SUBSEQUENT RATING CYCLE WHILE ON LTFT	FULLY SUCCESSFUL (SEE NOTE 2)	

PMRS SPECIAL CATEGORIES - 1987 PAYOUT (CONTINUED)

IF ON 30 JUNE	AND	THEN MERIT INCREASE	AND ALSO
EMPLOYEE IS		IS BASED ON	
ON MILITARY	THIS IS THE	EXTENDED 1986 RATING	
FURLOUGH OR	1ST RATING	OF RECORD (IF NOT	
SEPARATION	CYCLE WHILE	EXTENDED PREVIOUSLY	
(SEE NOTE 3)	IN THIS STATUS	(SEE NOTE 1)	
	THIS IS THE	FULLY SUCCESSFUL	
	2ND OR	(SEE NOTE 2)	
	SUBSEQUENT		
	RATING CYCLE		
	WHILE IN THIS		
	STATUS		
ON LWOP	HAS NOT HAD	UNDER THESE	UPON RETURN TO DUTY,
(SEE NOTE 3)	90 DAYS OF	CIRCUMSTANCES, NO	SET THE EMPLOYEE'S
	SUPERVISION	MERIT INCREASE WILL	PAY AT THE SUM OF:
	DURING THE	BE GRANTED FOR THE	(1) THE RATE OF BASIC
	RATING CYCLE	CURRENT APPRAISAL	PAY IMMEDIATELY BEFORE
	AND THE	PERIOD	THE EFFECTIVE DATE OF
	EMPLOYEE		THE LWOP;
	RETURNS TO		AND, AS APPROPRIATE,
	PAY STATUS		(2) THE GENERAL
	ON OR AFTER		INCREASES THAT WOULD
	3 APRIL THRU		BE REQUIRED BY
	4/11 OCTOBER		5 USC 5403 FOR A FULLY
			SUCCESSFUL RATING, IF
			THE EMPLOYEE HAD NOT
			BEEN ON LWOP

NOTES:

1. RATINGS ARE EXTENDED WITH PTI 48C AND APPRAISAL TYPE 'E'.
2. FULLY SUCCESSFUL RATINGS UNDER THESE CONDITIONS (WITHOUT AN ACTUAL RATING) ARE INPUT WITH PTI 48C AND APPRAISAL TYPE 'F'.
3. UPON RETURN TO A PAY STATUS, THE EMPLOYEE MUST SERVE A MINIMUM 90 DAY APPRAISAL PERIOD AFTER WHICH HE/SHE WILL RECEIVE A RATING OF RECORD TO BE USED FOR PERSONNEL MANAGEMENT DECISIONS UNTIL THE NEXT RATING CYCLE.

1987 MERIT PAY PAYOUT

IF THE TYPE OF ACTION IS	AND MOVEMENT IS	AND PAY CYCLE IS	AND THE PERSONNEL ACTION IS EFFECTIVE	THEN MERIT INCREASE IS BASED ON	NOTES
APPOINTMENT	TO GM POSITION	A	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	INITIAL RATING	1
			4 MAY - 6 JULY	FS RATING (ASSUMED)	3
			7 JULY - 4 OCTOBER	INELIGIBLE	4
		P	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	INITIAL RATING	1
			4 MAY - 13 JULY	FS RATING (ASSUMED)	3
			14 JULY - 11 OCTOBER	INELIGIBLE	4
INTERNAL PLACEMENT WITH INCREASE IN BASE PAY	NON-GM TO GM	A	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 6 JULY	FS RATING (ASSUMED)	3
			7 JULY - 4 OCTOBER	INELIGIBLE	4
		P	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 13 JULY	FS RATING (ASSUMED)	3
			14 JULY - 11 OCTOBER	INELIGIBLE	4

Declassified and Approved For Release 2012/10/18 : CIA-RDP90-00530R000300400013-6
1987 MERIT PAY 1 OUT (CONTINUED)

IF THE TYPE OF ACTION IS	AND MOVEMENT IS	AND PAY CYCLE IS	AND THE PERSONNEL ACTION IS EFFECTIVE	THEN MERIT INCREASE IS BASED ON	NOTES
INTERNAL PLACEMENT WITH NO INCREASE IN BASE PAY	NON-GM TO GM	A	BEFORE 3 APRIL 3 APRIL - 3 MAY 4 MAY - 4 OCTOBER	1 SEPT RATING OF RECORD EXTEND RATING PERIOD TO 31 JULY AND RATE FS RATING (ASSUMED)	N/A 2 5
		P	BEFORE 3 APRIL 3 APRIL - 3 MAY 4 MAY - 11 OCTOBER	1 SEPT RATING OF RECORD EXTEND RATING PERIOD TO 31 JULY AND RATE FULLY SUCCESSFUL	N/A 2 5
INTERNAL PLACEMENT WITH OR WITHOUT AN INCREASE TO BASE PAY	GM TO GM	A	3 APRIL - 4 OCTOBER	1 SEPTEMBER RATING OF RECORD	
		P	3 APRIL - 11 OCTOBER	1 SEPTEMBER RATING OF RECORD	

NOTES:

1. EMPLOYEE RECEIVES AN INITIAL APPRAISAL AFTER 90 DAYS. INITIAL RATING BECOMES THE ANNUAL APPRAISAL AND MUST BE REINPUT.
2. EMPLOYEE WILL HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY. THEREFORE, RATING PERIOD MUST BE EXTENDED.
3. EMPLOYEE WILL NOT HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY. THEREFORE, RATING PERIOD CANNOT BE EXTENDED. HOWEVER, THE EMPLOYEE MOVED INTO THE POSITION AT LEAST 91 DAYS BEFORE THE EFFECTIVE DATE OF THE MERIT INCREASE (SEE NOTE 4), THEREFORE, THE INCREASE IS BASED ON A FULLY SUCCESSFUL (ASSUMED) RATING. DIN MPC MUST CONTAIN AN 'X'.
4. EMPLOYEES APPOINTED TO GM POSITIONS OR EMPLOYEES MOVING INTO GM POSITIONS WITH AN INCREASE IN BASE PAY WITHIN 90 DAYS OF THE EFFECTIVE DATE OF THE MERIT INCREASE WILL NOT BE GRANTED A MERIT INCREASE. DIN MPC MUST CONTAIN AN 'I'.
5. EMPLOYEE WILL NOT HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY, THE RATING PERIOD CANNOT BE EXTENDED, AND THERE IS NO INCREASE TO BASE PAY. AFTER APPLYING TABLE 3-1, THE MERIT INCREASE IS BASED ON A FULLY SUCCESSFUL (ASSUMED) RATING. DIN MPC MUST CONTAIN AN 'X'.

1988 MERIT PAY PAYOUT

IF THE TYPE OF ACTION IS	AND MOVEMENT IS	AND PAY CYCLE IS	AND THE PERSONNEL ACTION IS EFFECTIVE	THEN MERIT INCREASE IS BASED ON	NOTES
APPOINTMENT	TO GM POSITION	A	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	INITIAL RATING	1
			4 MAY - 4 JULY	FS RATING (PRESUMPTIVE)	3
			5 JULY - 2 OCTOBER	INELIGIBLE	4
		P	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	INITIAL RATING	1
			4 MAY - 11 JULY	FS RATING (PRESUMPTIVE)	3
			12 JULY - 9 OCTOBER	INELIGIBLE	4
INTERNAL PLACEMENT WITH INCREASE IN BASE PAY	NON-GM TO GM	A	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 4 JULY	FS RATING (PRESUMPTIVE)	3
			5 JULY - 2 OCTOBER	INELIGIBLE	4
		P	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 11 JULY	FS RATING (PRESUMPTIVE)	3
			12 JULY - 9 OCTOBER	INELIGIBLE	4

1988 MERIT PAY PAYOUT (CONTINUED)

IF THE TYPE OF ACTION IS	AND MOVEMENT IS	AND PAY CYCLE IS	AND THE PERSONNEL ACTION IS EFFECTIVE	THEN MERIT INCREASE IS BASED ON	NOTES
INTERNAL PLACEMENT WITH NO INCREASE IN BASE PAY	NON-GM TO GM	A	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 2 OCTOBER	FS RATING (PRESUMPTIVE)	5
		P	BEFORE 3 APRIL	1 SEPT RATING OF RECORD	N/A
			3 APRIL - 3 MAY	EXTEND RATING PERIOD TO 31 JULY AND RATE	2
			4 MAY - 9 OCTOBER	FS RATING (PRESUMPTIVE)	5
INTERNAL PLACEMENT WITH OR WITHOUT AN INCREASE TO BASE PAY	GM TO GM	A	3 APRIL - 2 OCTOBER	1 SEPT RATING OF RECORD	
		P	3 APRIL - 9 OCTOBER	1 SEPT RATING OF RECORD	

NOTES:

1. EMPLOYEE RECEIVES AN INITIAL APPRAISAL AFTER 90 DAYS. INITIAL RATING BECOMES THE ANNUAL APPRAISAL AND MUST BE REINPUT.
2. EMPLOYEE WILL HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY. THEREFORE, RATING PERIOD MUST BE EXTENDED.
3. EMPLOYEE WILL NOT HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY. THEREFORE, RATING PERIOD CANNOT BE EXTENDED. HOWEVER, THE EMPLOYEE MOVED INTO THE POSITION AT LEAST 91 DAYS BEFORE THE EFFECTIVE DATE OF THE MERIT INCREASE (SEE NOTE 4), THEREFORE, THE INCREASE IS BASED ON A FULLY SUCCESSFUL (PRESUMPTIVE) RATING. DIN MPC MUST CONTAIN AN 'X'.
4. EMPLOYEES APPOINTED TO GM POSITIONS OR EMPLOYEES MOVING INTO GM POSITIONS WITH AN INCREASE IN BASE PAY WITHIN 90 DAYS OF THE EFFECTIVE DATE OF THE MERIT INCREASE WILL NOT BE GRANTED A MERIT INCREASE. DIN MPC MUST CONTAIN AN 'I'.
5. EMPLOYEE WILL NOT HAVE 90 DAYS UNDER GM ELEMENTS AND STANDARDS BY 31 JULY. THE RATING PERIOD CANNOT BE EXTENDED, AND THERE IS NO INCREASE TO BASE PAY. AFTER APPLYING TABLE 3-1, THE MERIT INCREASE IS BASED ON A FULLY SUCCESSFUL (PRESUMPTIVE) RATING. DIN MPC MUST CONTAIN AN 'X'.